Space Available Travel Initiative (SpATI) CTO/ITO/TMO Training

Purpose:

Ensure TMO/ITO/CTO personnel are trained and understand test entitlements by explaining:

1. **Eligibility**
2. **Responsibilities**
3. **Procedures**

Overview

- Assumptions
- Eligibility
- Procedures
- Responsibilities
- Audit Trail

Assumptions

- **Sponsor and their dependent(s) cannot be separated during travel**.

- If utilizing space-R travel, the sponsor will **purchase dependent(s) ticket(s) on a cash reimbursable basis (priority 2).** "Cash reimbursable," means Government is reimbursed, NOT the Service Member. Although dependent(s) assume the travel priority of the members, they will not assume any of the entitlements (per diem, etc).

- The **test will last one year** beginning 1 Feb 00, at aerial ports located in the Azores Islands, Aviano AB IT, and Okinawa Island. The selection of **Aviano AB complies with the OSD request** that an en-route stopping location on the flight route to CONUS be tested **(adds the chance to get bumped en route).**

Eligibility

Personnel who are eligible to travel under the rules of this program must meet the following criteria:

- Sponsor must be active duty military; assigned to Aviano, Livorno, or Vicenza; and tasked with a CONUS TDY that is 30 days or longer.
- Sponsors must be “sole caregiver” for dependent child(ren) under the age of 19 years or any dependent incapable of self care because of a mental or physical incapacity. “Sole caregiver” is defined as the only capable adult family member living in the household, has custody of dependent(s), and the member is solely responsible for their logistical, medical, or financial support.
- Dependent(s) must be command sponsored.
- **Sponsor(s) must have authorization of their unit commander** to participate in this program.

Procedures

1. Service Member is determined by the command to be eligible for SpATI participation and issued a memorandum by the unit commander *(Attachment 1).*
2. Service Member is issued survey to be collected by command upon return *(See the CONOPS, Attachment 3)*.
3. Personnel section receives memorandum and annotates statement on Service Member's orders *(Attachment 2).*
4. Service Member executes long term TDY and returns to PDS

Responsibilities: ITO/TMO

- Provide travel briefing to include CTO contact numbers if service member decides to change from space-A to space-R while en-route to TDY/TAD locations.
- Discuss dependents' ineligibility for the lower cost official-travel government fares when accompanying military members on long-term TDY/TADs.
- Ensure members understand JFTR policy concerning the non-reimbursement of travel cost when tickets are not procured through a CTO.

Responsibilities: Traveler

- Ensure they have sufficient funds and/or leave to properly recover if they select the space-A option and are either removed from a flight (rotated) or they do not get manifested on an aircraft quickly enough to meet their TDY/TAD arrival date.
- Ensure their unit/personnel orders processing sections add the appropriate statement in the “remarks” section of their orders.
- Complete a survey answering questions regarding their test experiences after their return and forward it to HQ USTRANSCOM J4/LTP (Ms. Hutt), 508 Scott Dr, Room 264C, Scott AFB, IL 62225-5357. The surveys will be self-addressed and can be sent through the distribution system. Travelers must ensure travel orders include authorization for leave in conjunction with TDY/TAD. This statement will simplify procurement of tickets in support of this travel.

Audit Trail

All surveys will be sent, by the command, to

HQ USTRANSCOM / J4 / LTP (ATTN: MS HUTT)

508 SCOTT DR., ROOM 264C

SCOTT AFB, IL 62225-5357

Any support section that finds a misplaced survey can get it to the responsible command or mail it with explanation to the above address.

Attachment 1 Commander's Approval Letter

{DATE}

MEMORANDUM FOR PERSONNEL SERVICES

Subject: Approval to Participate in Space Available Test Initiative (SpATI)

_____(Rank, name and SSAN) has been approved for participation in the SpATI program. This individual is the sole caregiver for command sponsored dependent(s), has been selected to participate in a CONUS TDY that is 30 days or longer, and has sufficient leave and resources to meet the qualifications of this program. Member will travel with the following dependents: (provide name, birth date, passport number and SSAN of each dependent accompanying the member.)

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{NAME, Rank, Service}

{Title}

Attachment 2
Orders "Remarks" Section Statement

"Member is participating in the SpATI program, dependent(s) (specify name, birth date, and SSAN of each) is/are authorized travel with military member either Space-A or cash reimbursable Space-R."

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POCs

JS/J4 MD

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USEUCOM ECJ4-PM

1. Maj Rich Cordell, DSN: 430-8054, cordellr@eucom.mil.
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